




# FARMINGTON POLICE DEPARTMENT

## POLICY AND PROCEDURE

	<b>Policy Number:</b> 116-09	<b>Effective Date:</b> 5/09/2016	
	<b>Subject:</b> Police Explorer Post		
	<b>Approved by:</b>  <b>Steven D. Hebbe, Chief of Police</b>		

### PURPOSE:

The Explorer Program provides mentoring and training to young people interested in a career in law enforcement.

### POLICY:

It is the policy of the Farmington Police Department to implement a professional Explorer program, which gives youth who are interested in a law enforcement career the opportunity to work with and learn from police officers. The program will allow a safe and positive environment for youth to develop skills and participate in activities designed to instill positive character attributes in each participant, thus benefiting the community and society in general.

### PROCEDURE:

#### **Organization:**

1. The Farmington Police Explorer Post is a voluntary, non-profit organization affiliated with the Boy Scouts of America working under the direction of the department;
2. The members are not police personnel, sworn or civilian;
3. Any act or omission detrimental to the post or department will result in disciplinary action up to and including termination from the program.

#### **General Duties:**

1. Assist with crowds and traffic control at parades, festivals, sporting events and special activities;
2. Participate as a honor guard at civic functions;
3. Assist department personnel with record keeping, filing and other general office duties;

4. Participate in the ride-along program;
5. Assist in crime prevention and citizen awareness programs;
6. Assist in search operations for missing persons;
7. Receive training in police procedures and policies;
8. Participate in Explorer activities associated with the Boy Scouts of America, as approved by the advisor and the Chief of Police.

**Explorer Supervision and Advisors:**

1. Overall supervision of the Explorer Post falls under the Training Division supervisor. Operational control of the Explorer Post is the responsibility of Explorer Post Advisors. The Training Division supervisor will assist Explorer Post Advisors with training, planning and logistics as needed. The Training Division supervisor will also provide supervisory assistance to Explorer Post Advisors.
2. Explorer Post Advisors will be appointed at the discretion of the Chief of Police or a designated member of the command staff.
3. Advisors will receive orientation and training on:
  - a. Duties and responsibilities for an Explorer Advisor;
  - b. Departmental policies and other regulations relative to the Explorer Program;
  - c. Expectations of Explorer Advisors.
4. Advisors will be responsible for:
  - a. Coordinating all activities;
  - b. Maintaining a list of names, addresses and telephone numbers of members;
  - c. Compiling activity records at the end of each month for each explorer;

- d. Ensuring Explorers are properly trained and supervised for any assignment;
  - e. Coordinating with supervisors to ensure explorer personnel are available for special functions;
  - f. Directing, mentoring and providing supervision of Explorers during special events, meetings and other Explorer-related activities;
  - g. Coordinate with local and regional representatives of the Boy Scouts of America.
5. Explorer Advisors, as well as all Department personnel, will maintain a professional relationship with Explorers on- and off-duty. Fraternization is prohibited.

**Minimum Qualifications:**

The applicant must:

- 1. Be a citizen of the United States or be a legal resident;
- 2. Be at least 14 years of age and have completed the 8th grade and not be older than 20 years of age;
- 3. Have a consent form signed by parent/legal guardian if under 18 years of age;
- 4. Be free of any physical limitations that could cause injury to themselves or others;
- 5. Undergo a background investigation;
- 6. Not have been convicted of a felony in this state, or of any offense that would be a felony if committed in this state, or convicted of an offense involving moral turpitude or any DWI conviction;
- 7. Must attend school and have a grade point average of 2.5 or greater, or have a high school diploma or GED.

Based on training and abilities, explorers will be classified by the advisor as:

1. Applicant – currently in the background process; however, is not yet a member of the program.
2. Recruit – has completed a background investigation and been formally accepted into the program.
3. Probationary Explorer – has completed the initial orientation/basic training. A probationary explorer will remain on probation a minimum of six months; however, the probationary period may be extended at the discretion of the Advisor.
4. Explorer – has completed the probationary period and is fully accepted into the program.
5. Senior Explorer – has proven himself/herself to be a reliable, knowledgeable and dedicated leader. Limited supervisory assignments may be made to a senior explorer, at the discretion of the post advisor.

Explorer applicants shall not participate in any Explorer activities or functions, other than meetings, until they have completed the background process and have been accepted into the program.

Explorers are required to attend scheduled meetings and activities. Meetings will take place once a week, or as needed, per the discretion of the advisor. Absences must be pre-approved by the advisor.

Explorers are on-duty when engaged in an assignment or a tour of duty as assigned by the advisor or patrol shift supervisor. Explorers do not have peace officer authority and shall not attempt to exercise any such authority or give the appearance of having such authority.

### **Regulations:**

The following special regulations apply to all explorers:

1. Explorers shall not carry a firearm concealed or in open while on-duty. Explorers may only carry a firearm off-duty in accordance to State law;
2. Explorers shall not take any police action while on or off-duty;
3. Explorers may carry their identification card while off-duty; however, shall not display it unless requested by any police officer;
4. Explorers shall not wear their uniform, in full or part, except in the line of authorized duty. The Explorer uniform is clearly distinguishable from that of a sworn police officer and shall display the Explorer uniform patch provided by the Boy Scouts of America on the right shoulder and the Farmington Police Explorer patch on the left shoulder, with the Explorer rocker directly beneath the FPD patch. The uniform shall be a white shirt and navy slacks with a black utility belt and black shoes, to intentionally contrast with the police uniform worn by sworn personnel. Explorers may wear additional items, i.e. flashlight, and radio, at the discretion of the advisor and only after adequate training in the use/operation of such items has been received. Wearing such items is for training and

familiarization purposes ONLY and DOES NOT imply authorization for Explorers to use the tools in any capacity, unless directed by, and under the direct supervision of the Advisor, an Officer or a Supervisor. Explorers shall not participate in any police function in civilian clothes without prior approval of the advisor or on-duty patrol supervisor;

5. Explorers shall not drive marked police vehicles except during training exercises and under the direct supervision of the advisor. At no time will the Explorer drive a marked police vehicle on public roadways;
6. Advisors and Explorers are issued a manual outlining special restrictions not found in this policy. Explorers shall adhere to the policies and procedures set forth in such manual;
7. Upon resignation or removal from the explorer program, explorers shall immediately notify the advisor in writing and return all issued equipment;
8. Explorers are subject to supervision from any employee of the department.